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This guide provides policies and procedures for joint consolidated scheduling of Continental United States (CONUS)-based operational support airlift (OSA). The Deputy Secretary of Defense has designated the Joint Operational Support Airlift Center (JOSAC), United States Transportation Command (USTRANSCOM), as the scheduling authority for all CONUS OSA missions. USTRANSCOM shall schedule validated CONUS transportation requests for OSA missions using fixed-wing aircraft, except for missions conducted exclusively for maintenance requirements, or aircrew training that prevents carrying passengers or cargo. Each Service retains scheduling authority for all Outside CONUS (OCONUS) OSA missions. The Navy Air Logistics Office (NALO), USA Operational Support Airlift Agency (OSAA), HQ USMC, and HQ USAF are partners with JOSAC in accomplishing OSA missions.

The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM. Send comments and suggested improvements for this publication on Air Force Form 847, Recommendation for Change to Publication, to TCJ3-J, 508 Scott Drive, Scott Air Force Base, Illinois, 62225-5357.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this guide are listed in Attachment 1.

2. Applicability and Authority. USTRANSCOM Instruction 10-19, "Operational Support Airlift (OSA) Procedures" dated 1 June 2004 can be accessed on the portal website at <https://customer.transcom.mil>. This instruction provides general guidance on the requesting, scheduling, and execution of JOSAC missions. The Operational Support Airlift User's Guide provides more in-depth procedures for JOSAC customers. This document is applicable to all Department of Defense (DOD) components and governmental agencies requesting or utilizing CONUS OSA. It provides guidance and procedures to (and serves as a reference for) JOSAC schedulers, airlift requesters, Service validators/verifiers, and flying units. It implements DOD Directive (DODD) 4500.43, "Operational Support Airlift" and supports established higher headquarters directives listed in Attachment 1.

3. Background. In peacetime, the OSA system is operated in a manner that provides essential readiness training to meet wartime requirements. During periods of war, the OSA system provides airlift as required to support wartime efforts. Airlift is provided to DOD

requesters using the priority system identified in DOD Directive 4500.43, “Operational Support Airlift”, Section E.2.3, (Appendix C). OSA is normally used to meet essential DOD requirements that cannot be satisfied by other means (see DOD Directive 4500.56, “DOD Policy on the Use of Government Aircraft and Air Travel”, (Enclosure 3). Since its 1996 inception, JOSAC has utilized the Joint Air Logistics Information System (JALIS) to schedule OSA airlift requests. JALIS is an unclassified tool used to input, verify, validate, schedule, and document airlift requests, as well as, capture post-mission data at the unit level. All CONUS OSA missions shall be entered into JALIS.

4. JOSAC Operations.

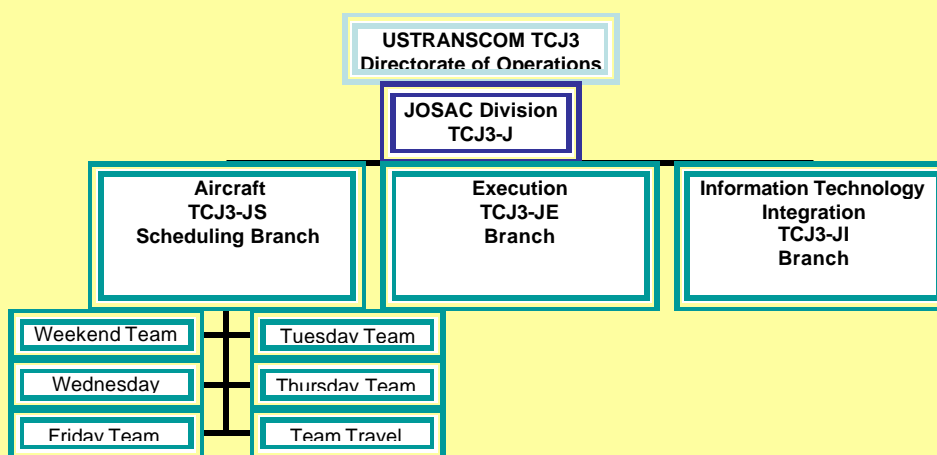


Figure 4-1. JOSAC Organization

4.1. JOSAC Organization. JOSAC is a Joint Service division under the USTRANSCOM Director of Operations (TCJ3). It is comprised of three branches. The Scheduling Branch, comprised of six teams responsible for scheduling lifts for Service-validated requests; the 24-hour Execution Branch, responsible for resolving mission-day scheduling issues that arise due to maintenance, weather, requirement changes, etc.; and the Information Technology/Integration Branch, responsible for collecting and analyzing historical data, as well as, providing JOSAC systems support.

4.2. Scheduling Philosophy. JOSAC is the scheduling authority for all CONUS OSA missions and has the responsibility of providing its DOD customers with the best support possible utilizing Service-provided air assets. To alleviate perceptions of misuse and to strengthen a commitment toward wartime training and maximize OSA fleet efficiency, aircraft will be assigned based on mission requirements. JOSAC will consider priority codes assigned by the Service validator, irrespective of the traveler’s grade, rank, or position. Additionally,

efficiencies are gained when low-priority airlift requests are combined to minimize empty seats and deadhead legs. Priority 3 requests will be considered satisfied if requesters' desired departure or arrival times are met within a 12-hour window. JOSAC schedulers will not contact requester/validators to notify of mission changes unless the request is scheduled as prescribed in paragraph 4.4.

4.3. Scheduling Timeline. JOSAC schedulers begin satisfying requests as early as 7 days prior to the day of mission execution. JOSAC schedulers will "turn over" their respective day's missions to the Execution Branch at 1615 hours local Central Time the day prior to mission execution. At this time, Execution Branch is responsible for modifications to the next day's missions. The Weekend Team (Saturday-Monday), will "turn over" missions to the Execution Branch at 1615 hours on Friday. At this time, the Execution Branch is responsible for mission modifications through, and to include, Monday's missions.

4.3.1 Small Lift Scheduling. The ideal scheduling window for small lifts (8 or fewer passengers or less than 500 pounds of cargo) begins 7 days prior to mission execution. At the 7-day point, each scheduling team begins to match the priority 2 and cost-effective requests with available aircraft. Priority 3 requests that match other priority 2 missions will also be scheduled at the earliest opportunity. At the 4-day point, any remaining aircraft are scheduled against the most cost-effective unsatisfied requests.

4.3.2 Large Lift Scheduling. Large lifts (9 or more passengers and 500 pounds or more of cargo) are scheduled by the Team Travel Section which begins scheduling 10 days prior to mission execution. The preponderance of large lift assets are C-9s provided to JOSAC from NALO. If JOSAC has insufficient assets 7 days prior to execution, JOSAC Team Travel will notify the NALO CAG Coordinator to request more assets. Team Travel will also solicit large assets from the Air Force Reserve Center (AFRC). If no additional C-9s are available for JOSAC, and if NALO/AFRC has sufficient non-OSA aircraft available, JOSAC will pass lifts to the appropriate agency for scheduling. If no assets (OSA or non-OSA) are available, JOSAC will regret the lift code "L".

4.4. Last-Minute Schedule Changes. JOSAC will modify scheduled missions to meet changes submitted by the requester only when these modifications do not negatively impact other scheduled lifts or follow-on missions. If a mission modification requires removal of a previously scheduled lift, JOSAC schedulers will make every effort to satisfy that lift on another mission. If unable to satisfy a lift that had previously been supported, the scheduler will regret the lift with the appropriate code. For modifications occurring more than 2 business days prior to travel, notification will be to the validator and flying unit via JALIS. *Since JOSAC schedulers are not required to contact POCs of mission changes prior to 2 business days of scheduled travel, it is imperative that validators and flying units access JALIS to confirm no modifications to a mission have occurred.* If modifications occur within 2 business days prior to travel, JOSAC will immediately notify and telephonically confirm those changes with the validator and flying units.

4.5. Historical Flight Records. Commander, USTRANSCOM, through JOSAC, provides the Semi-Annual Senior Federal Travelers Report to the Office of the Secretary of Defense per

DOD Directive 4500.56. If requested, JOSAC will assist the Services in obtaining scheduling data necessary to produce Service-unique reports.

4.6. Flight Following. JOSAC Execution Branch has the capability to flight-follow missions using the Federal Aviation Agency (FAA) Enhanced Traffic Management System (ETMS). ETMS is a real-time FAA feed that displays actual location, departure and arrival points, ground speed, altitude, route of flight, and flight plans of filed missions. If a mission requires in-flight diversion to facilitate mission accomplishment, JOSAC will coordinate with the unit per Service-specific procedures to determine constraints. JOSAC will then directly contact the Air Route Traffic Control Center (ARTCC) and will request the sector controller to pass a message to the crew. To aid in tracking flights, flying units are *required* to use static call signs for OSA missions.

4.6.1. Active duty Air Force units will use “JOSA” followed by the last three digits of the JALIS mission number; i.e., “JOSA699”.

4.6.2. Army units will use “PAT” followed by the last three digits of the JALIS mission number; i.e., “PAT699”.

4.6.3. Marine units will use assigned unit call signs followed by the last three digits of the JALIS mission number; i.e., “LOBO699”.

4.6.4. Navy units will use assigned unit call signs followed by the last three digits of the JALIS mission number; i.e., “JV699”.

4.6.5. Air Force Reserve units (C-9) will use “AVLON” followed by the last three digits of the JALIS mission number; i.e., “AVLON699”.

4.6.6 Combatant Commander and Air Force MAJCOM Commander-supported missions will use appropriate static call sign.

5. Policies and Procedures.

5.1 OSA Eligibility. The use of OSA aircraft is restricted to the transport of DOD personnel, government property, other official government passengers, and passengers or cargo as authorized by DOD established policy. The governing directive is DOD Directive 4515.13-R, “Air Transportation Eligibility”.

5.2. Request Priorities. OSA mission requests are supported based on the Priority Urgency Justification Category (PUJC) codes assigned by the Service validator. *The Service validator/verifier is accountable for the PUJC code assigned. Per DOD Directive 4500.43 and OMB Circular 126, requesting officials (requesters and validators) must maintain OSA requests and documentation for 2 years.*

5.3. Unified OSA Scheduling Agency. JOSAC is the scheduling authority for all CONUS OSA missions transporting passengers or cargo. Strict adherence to OSA post-mission reporting procedures ensures OSA aircraft utilization is documented for OSA semi-annual

reports to Congress and DOD. The JOSAC IT Integration Branch is responsible for developing, retrieving, and preparing reports used to verify use of these DOD assets.

5.4. Aircraft Availability. Flying units, via Service-established procedures, shall indicate specific aircraft availability to JOSAC through JALIS. *Accuracy is of the utmost importance.* When a unit identifies an aircraft as available for scheduling, this implies that not only is the aircraft available to complete an assigned mission during the period of availability, but also the availability of required aircrew and associated support personnel. Units and JOSAC will refer issues concerning aircraft availability to the respective Service OSA agency for resolution. Pilot training and maintenance flights (those flights which cannot support passenger and/or cargo movement) are scheduled directly by the flying unit and do not require JOSAC involvement.

5.5. OCONUS OSA Scheduling. OCONUS scheduling of OSA aircraft is a Service function. Service-designated agencies receive same-Service generated OCONUS OSA requests and schedule them in accordance with the priorities dictated in DOD Directive 4500.43. JOSAC will review, and facilitate Air Force support, for OCONUS lift requirements submitted through respective Service validators. Support of short-notice (7 days prior or less), higher-priority OCONUS OSA requests may necessitate the reassignment or cancellation of CONUS OSA missions in order to provide the OCONUS scheduling agency with a suitable aircraft. Such requirements will be coordinated telephonically with JOSAC in order to determine the aircraft best suited for the mission. JOSAC will endeavor to support these requests in such a way as to ensure the least amount of disturbance to scheduled lifts. To that end, Service OCONUS scheduling agencies can expect their short-notice requirements will more directly affect scheduled CONUS OSA missions of equal or lesser priority from their Service. Once reviewed for sufficient priority, JOSAC will forward a request for Air Force support (C-21s) to the Air Mobility Command Tanker Airlift Control Center (AMC/TACC). AMC/TACC will determine if the mission can be supported based on diplomatic clearance, aircraft suitability, and security requirements. Questions regarding OCONUS OSA scheduling should be directed to the Service scheduling agencies:

5.5.1. Navy: Navy Air Logistics Office (NALO) – DSN: 678-1185.

5.5.2. Marine Corps: Headquarters Marine Corps, Aviation Support Coordination Office (ASCO) – DSN: 227-2401/02.

5.5.3. Army: Operational Support Airlift Agency (OSAA) – DSN: 656-7077 or 1-800-323-2689.

5.5.4. Air Force: AMC Tanker Airlift Control Center (TACC) – DSN: 779-0322.

5.6. Scheduling Constraints. OSA assets will be scheduled within the crew day limitations as established by Service regulations and standard operating procedures for each type/model/series aircraft.

6. Request Process/Service Responsibilities.

6.1. JALIS User Accounts. The following requirements must be met to access the JOSAC OSA database via JALIS.

6.1.1. JALIS Training. All JALIS users must complete a designated training course. Training is available from the USTRANSCOM JOPEs Training Organization (JTO), NALO, and OSAA. Specific training is available for requester read-only, requester/validator, scheduler, and squadron-user accounts. Before attending USTRANSCOM-sponsored training, students must provide proof of DOD service and the need for JALIS access to the JOSAC OSA database. Specific instructions on how to apply for training and a JALIS account, as well as an annual schedule of training classes, may be found on the “Training” page of JOSAC’s business web page. Users trained by OSAA or NALO must ensure requests for accounts have been submitted for both their Service and JOSAC JALIS databases. JOSAC will issue a password upon receiving documentation of completed training. On a case-by-case basis, temporary access may be granted during extenuating circumstances. Contact JOSAC IT Integration Branch for permissions.

6.1.2. JALIS Account Activity. Accounts must remain active. JOSAC will lock all user accounts that are inactive for a period greater than 3 months. Accounts will also be locked for those users who fail to maintain current contact information (phone number, e-mail address, etc.). Locked users must contact the JALIS Help Desk, DSN 576-8021 or commercial (618) 256-8021, to open a ticket to have their accounts reactivated. Users who do not maintain contact at least once per year will require formal retraining.

6.1.3. JALIS Passwords. Users may not share passwords. If multiple users share an account: First offense – JALIS account is locked and JOSAC requires the account holder to send an e-mail to JOSAC Systems Management stating reasons for violating regulations. Second offense – JALIS account is locked. The account holder’s commanding officer must send e-mail or fax to JOSAC Systems Management stating reasons for violating regulations. Reinstatements are on a case-by-case basis.

6.1.4. JALIS General Information. Current information on JALIS policies, DOD guidance, training, user access forms, etc., is available at: <https://josac.transcom.mil>.

6.2. Requesters.

6.2.1. OSA Request Procedures. Military personnel and DOD civilian employees with official business travel requirements may request OSA. DOD Directive 4515.13-R provides specific guidance for travel eligibility. Requests for airlift must be authorized and submitted to the Service validator IAW Service-directed procedures. Following review of all requests for accuracy and airlift necessity, Service validators assign a PUJC that converts the movement request into a movement requirement. The requesting official or office shall maintain requests for a minimum of 2 years. Priority logistics movement (cargo) requirements are also submitted through the appropriate authorizing official to the Service validator. Submit travel requests for OSA as early as possible via the Service validator. Submitting requests in accordance with the scheduling windows significantly increases the likelihood of support. Except when operational demands dictate, DOD Directive 4500.43 directs requesters to

provide scheduling authorities with sufficient advance notice of flight requests (at least 3 days) and sufficient flexibility in departure or arrival times (at least 2 hours) to permit efficient aircraft employment. For priority 3 requirements, requesters should allow at least +/- 12 hours flexibility in departure/arrival times to maximize airlift supportability.

6.2.2. OSA Request Process via JALIS. The DD Form 2768 “Military Air Passenger/Cargo Request”, (Attachment 2), shall be used to request OSA. Requesters are responsible for the accuracy and completeness of all information required by the DD Form 2768. To ensure accurate, efficient, and timely OSA scheduling, after initial submission of the DD Form 2768, modifications to the following information shall be communicated by the requester to the appropriate validation/verification authority:

Block 1. Select Applicable Travel Statement

Requesters may provide a *preliminary* priority for the requested OSA mission.

Block 2a. PUJC (Priority, Urgency, Justification, Category) Code

Leave Blank. The appropriate Service validator shall assign the final PUJC Code.

Block 2b. Priority 2 Compelling Operational Considerations and Reason Commercial Travel Unacceptable

All priority 2 requests (except for “required-use” passengers) shall answer the following two questions: 1) Define the compelling operational requirement (military necessity for MilAir support), and 2) Why is commercial transportation unacceptable within a 24-hour period?

Block 3. Total Number of Passengers

OSA missions serve multiple customers. Inaccurate passenger requirements adversely affect the efficient use of OSA assets and could create the perception of misuse or abuse.

Block 4. Senior Traveler

The senior traveler, regardless of rank, must be manifested on the OSA mission. Do not list the senior traveler in the remarks section of the form.

Block 5. Additional Passengers

Required only for DV Code 7 or higher.

All additional DVs shall be listed in rank order. Use additional pages if required.

Block 6. Desired Flight Itinerary

OSA aircraft have dissimilar operating limitations. OSA missions are scheduled IAW these limitations and may preclude landing or departing from a requested ICAO. A 2-hour window must be given for either requested departure or arrival times. The larger the arrival/departure window (minimum 12 hours recommended for priority-3 requests), the greater the likelihood of receiving OSA.

Block 7. Cost of Commercial Travel

Cost should be computed from the nearest departure commercial airfield to the commercial airfield nearest the desired destination, and may include the additional costs of ground transportation, per diem, and salary.

Block 8. Cargo Transportation

Cargo handlers and acceptors are required at the destination airfield—arranging this support is the responsibility of the requester. Cargo descriptions must include weight, dimensions/cube, class of hazardous cargo, palletized vice soft-packed, and any other unique requirements.

Block 9. Point of Contact

Arrival point of contacts *shall not* be a manifested passenger on the requested airlift. Departure points of contact *may* be a manifested passenger. 24 hour contact numbers are required. Listing of mobile phone numbers is encouraged. *Failure to supply accurate 24-hour contact numbers will result in a regretted request.*

Block 10. Non-DV Passengers

List as many non-DV passengers as readily identifiable.

Block 11. Remarks/Additional Comments

Identify any additional requirements not previously addressed. Approval authority for non-DOD passengers must be identified in this section. Appropriate approval authority may be found in DOD Regulation 4515.13R. For security reasons, requesters must avoid any reference to passenger names or positions in the remarks section.

Block 12. Requester

Each block shall be completed.

Block 13. Travel Authorizing Official

Use of OSA shall be authorized IAW DOD Directive 4500.56 Sec E2.4.

Block 14. Senior Traveling Passenger

Each block shall be completed. Signature may not be delegated. Once completed, requesters must obtain authorizer and senior traveler signatures before forwarding the DD2768 to the appropriate Service validator. The validator will transfer the information into JALIS after reviewing the form for accuracy and assigning a PUJC.

6.2.3. Request Modifications. A request may be modified, regretted, or canceled at any time up through the day of mission execution. This includes modification of any data related to the request, including the manifest. A requester may at any time modify a request to meet changing requirements. Once a modification is made, it will be revalidated and re-verified before entering the mission-planning phase. If a requester makes a change and the original request has already been scheduled on a mission, the change will not take effect until it has been reviewed and coordinated with the scheduling agency. In most cases, additional coordination will be required. If JOSAC requires a change to a request, the scheduler will contact the requester with an explanation for the required change. The requester will then change the request, notify the validator, and confirm the change with JOSAC.

6.2.4. Request Cancellations. Airlift request cancellations shall be coordinated through the Service validator/verifier. Cancellations within 2 business days of desired travel require direct phone contact with JOSAC. When a requester is unable to contact the Service validator/verifier to cancel their airlift request, the requester may contact JOSAC directly and ask the JOSAC scheduler to cancel the airlift request. Army requesters will coordinate this information through the 24-hour OSAA Quality Assurance (QA) Branch, which will then notify JOSAC. The JOSAC scheduler shall record the name of the requester and date and time of the cancellation in the remarks section of the request. An aircraft flown in support of a late-cancellation request will be immediately reported to USTRANSCOM Directorate of Operations (TCJ3) and the requester's/senior traveler's chain of command.

6.2.5. Change Tracking. All actions to create, modify, cancel or regret a request will be tracked with a date/time stamp for accountability purposes.

6.2.6. Off-Station Training/Maintenance Ferry Requests. OSA flying units are permitted to perform local training and maintenance flights without a requirement to submit an OSA request. In addition, units may perform scheduling agency-approved, off-station training or maintenance ferry missions when a valid requirement exists or an aircraft is not tasked for other airlift support. These missions must provide JOSAC the opportunity to schedule passengers and/or cargo. These are often short-notice flights for which the standard validation/verification process is inappropriate and expedited request processing is necessary. In the case of unit off-station training/maintenance ferry sorties, requests require only authorization (typically from the operations officer within the requesting unit) before being transmitted directly to JOSAC for scheduling processing. Individual Services may elect to restrict this policy.

6.2.7. Mission Support Coordination. The requester shall be responsible for coordinating all ground support customer requirements, i.e., protocol, ground transportation, lodging, baggage handling, etc.

6.2.8. Baggage.

6.2.8.1. Normal Checkable Baggage Allowance. Checked baggage may not exceed 40 pounds per passenger with the exception of C-21 aircraft. C-21 aircraft baggage allowance is 30 pounds per passenger.

6.2.8.2. Excess Baggage Allowance. When authorized by Service regulations or directives, an excess baggage allowance may be included in an individual's orders. Excess baggage shall be stated in terms of number of pieces and weight. Excess baggage weight must be listed in the cargo field of the request.

6.2.8.3. Unauthorized Excess Baggage. Baggage, which exceeds the normal baggage allowance without proper authorization, may be accepted for shipment at the discretion of the aircraft commander. Disposition of unauthorized baggage not accepted for movement shall be the personal responsibility of the owner.

6.2.9. Classified Request Procedures. Requesters will not utilize JALIS to process classified airlift requests. Validators will pass classified requests to JOSAC over the secure line, DSN 779-0112 or commercial (618) 229-0112. JOSAC will schedule the request using alternate procedures.

6.2.10. JOSAC Website. JOSAC policy, news, reference material, points of contact, and other information may be accessed via the World Wide Web: <https://josac.transcom.mil>.

6.3. Authorizing Official.

6.3.1. Senior Official Travel Authorizations. IAW DOD Directive 4500.56, authorizing officials will review and approve DOD "senior official" (flag officers and equivalent civilian grades) airlift requests to ensure the proper transportation method is used. The authorizing official shall be senior to the traveler, unless otherwise specifically designated, and may not be delegated below a Major Command Chief-of-Staff level. *The authorizing official determines*

whether the request is valid in accordance with DOD Directives 4500.43, 4500.56, and Regulation 4515.13-R. After review and signature, the authorizing official forwards all valid OSA requests to the Service validator/verifier.

6.3.2. Non-Senior Official Travel. All other requests for OSA by passengers eligible for air transportation under DOD Directive 4515.13-R shall be authorized through existing standard Service procedures.

6.4. Validator.

6.4.1. PUJC Assignment. In accordance with each of the Service's regulations and policies, Service validators/verifiers assign the *appropriate* PUJC code (Attachment 3) to requests for OSA support. ***The Service validator/verifier and the authorizing official are accountable for the PUJC assigned.*** Figure 2 may be used as a guide in determining the PUJC of a specific request. Scheduling of OSA assets is based upon the PUJC, making this function critical. As a minimum, all priority 3 requests require Paragraph 6.4.1.1 information; priority 2 requests additionally require Paragraph 6.4.1.2 information. Additional remarks may be required on a case-by-case basis per DOD Directive 4500.56.

6.4.1.1. As a minimum, all priority 2 and 3 requests require the following information:

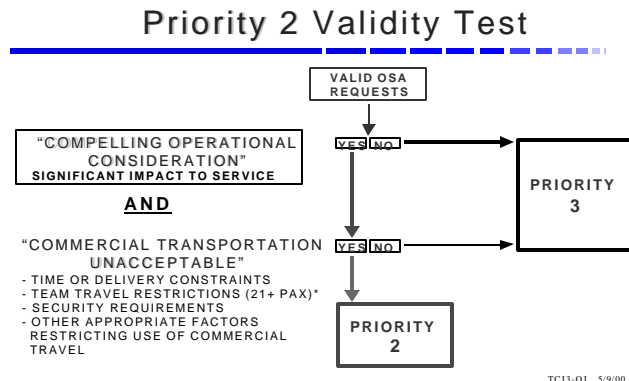
6.4.1.1.1. Purpose: Request must clearly identify the purpose of travel in the first line of the remarks.

6.4.1.1.2. Commercial cost comparison: Equivalent commercial travel costs will be documented based on the rules found in DOD Directive 4500.43 and OMB Circular A-126.

6.4.1.2. Assignment of a priority 2 request is the exception, not the norm, in DOD OSA travel. All priority 2 requests must meet both of the following criteria.

6.4.1.2.1. Compelling operational considerations: A priority 2 airlift request must have some *significant* Service impact. Routine meetings, training, and discretionary speaking engagements are not regarded as compelling operational considerations.

6.4.1.2.2. Unacceptability of Commercial Transportation: Clear reason for not accepting commercial transportation must be stated. Per DOD Directive 4500.43, the standard is commercial availability within a 24-hour period. Additional remarks may be required on a case-by-case basis per DOD Directive 4500.56.



****As defined in DOD Directive 4500.9-R, dated July 2002***

Figure 2. Priority 2 Validity Test

6.4.2. Request Submission Requirements. The Service validator will ensure all travel requirements are understood and communicated to JOSAC in the proper format. JOSAC will return incomplete requests to the Service validator. For maximum scheduling consideration, submit requests not later than *7 days prior to day of travel*.

6.4.3. Last-Minute Schedule Changes.

6.4.3.1. Changes for Airlift Requests. Airlift request changes will be handled in the same manner as the new request submission requirements as stated in paragraph 6.2.2. A changed request will not be honored if it negatively impacts the mission as it is currently scheduled.

6.4.3.2. JOSAC Modifications to Flight Advisories. JOSAC will modify scheduled missions to meet changes submitted by the requester only when these modifications do not negatively impact other scheduled requests. For modifications occurring more than 2 business days prior to the day of travel, JOSAC will provide notification via JALIS. For modifications occurring within 2 business days prior to the day of travel, positive notification will be telephonically coordinated via the Validator, Request Coordinator, and JOSAC.

6.4.4. Priority 3 Cost Comparisons. By definition, priority 3 missions must be as cost effective as possible to justify OSA aircraft use. JOSAC combines Priority 3 requests with other requests to maximize the effective use of OSA assets. For priority 3 requests, the Service validator shall ensure all required information (Para 5.5.1) is reflected in the remarks section. When calculating commercial costs for JALIS, include any and all associated traveler costs, ground transportation, time/salary considerations, additional billeting requirements, and any other incidental costs that would be incurred by using commercial transportation.

6.4.5. Mission Cost Effectiveness. The Service validator does not determine the relative cost effectiveness of an OSA request; *determining cost effectiveness is JOSAC's responsibility*. JOSAC will make all attempts to combine lifts, making missions more cost effective.

6.4.6. Departure/Arrival Windows. The Service validator will ensure OSA requests provide the widest possible range in departure and/or arrival times to allow JOSAC the flexibility to

consolidate missions and use the OSA fleet as effectively as possible. In addition to specifying desired arrival and departure times, *a minimum 2-hour arrival or departure window is required* per DOD Directive 4500.43 for all requests, including priority 2, unless operational demands dictate otherwise. Increasing the window of available departure and arrival times will improve a customer's opportunity to be supported. Requests without a scheduling window must sufficiently explain the operational demands in the "Remarks" section. Requesters who require hard travel times may only specify one hard arrival or one hard departure time for each leg of the itinerary. JOSAC will allow for the required 2-hour window on the opposite end of the hard time. Priority 3 requesters must be willing to move within a period of + /- 12 hours from their desired arrival/ departure times. Airlift requests will be regretted and returned to the Service validator if insufficient transit time is allowed for any OSA asset.

6.4.7. Request Accuracy. The Service validator/verifier is responsible for accurately submitting/forwarding airlift requests. Last-minute changes to requirements may affect airlift support due to aircraft and crew limitations. Last-minute changes that affect other lifts on a mission could result in the removal and non-support (Late Request – JALIS Regret Code 6) of the modified request.

6.4.8. Requester Support Notification. The Service validator/verifier is the liaison between JOSAC and the requester. The Service validator/verifier is the official point of contact for all requesters, and shall officially provide status of the request to the requester (i.e., support/regret). All scheduling and modification activity must go through the Service validator. JOSAC will provide request status to the Service validator/verifier via electronic means (e-mail or JALIS).

6.4.9. Scheduled Request Cancellation. The Service validator/verifier will notify JOSAC immediately when a requester cancels a request that has been scheduled on an OSA mission. If time does not permit the requester to contact the Service validator/verifier for same-day cancellations, the requester will immediately contact the JOSAC Execution Duty Officer and cancel the request. An aircraft flown in support of a late-cancelled request will be immediately reported to TCJ3 and the requester's/senior traveler's chain of command.

6.4.10. Request Monitoring. Service validators/verifiers shall monitor the status of their requests. If a request has not been supported, and is no longer required, the Service validators/verifiers will cancel the request ("Code T" in JALIS). If the airlift request is supported, and is no longer required, the Service validator will contact JOSAC so that a scheduler can non-support the request making it "unsatisfied." After the JOSAC scheduler has "unsatisfied" the airlift request, the scheduler will notify the Service validator who will then cancel the airlift request ("Code T") within 1 hour of JOSAC notification.

6.4.11. Required Records. Per DOD Directive 4500.43, validators/verifiers must keep a written record of all OSA requests and supporting documentation on file for 2 years. When submitting requests through JALIS, this is accomplished via DD Form 2768.

7. Flying Units.

7.1 Flight Safety. Flying units are ultimately responsible for the safe conduct of OSA missions. Flying units shall communicate and resolve any safety concerns prior to executing OSA missions.

7.2. Flight Schedule Visibility. Flying units will obtain and print the flight advisory (FADV) from the JALIS server. The flying unit should receive notification of a mission NLT 3 days prior to mission execution. However, airlift requests may be received inside the scheduling windows; therefore, units *must* query JALIS *daily* for new missions and any modifications. The JALIS server will have the most current information available. In the event JALIS is inoperative, the unit must make every effort to contact JOSAC to verify missions prior to execution.

7.3. Pre-Mission Coordination. Flying units *will* coordinate with the supported customers a minimum of 24 hours prior to the scheduled departure. Pre-coordination permits flying units to expeditiously and effectively support scheduled lifts. Additionally, the coordination will help to prevent aircraft and lift “no-shows.” This customer service policy is highly praised by DOD passengers across all the Services. Flying units will note in the Logistic Flight Record (LFR) any and all changes. All substantive mission changes, to include departure or arrival ICAOs, passenger add-ons, and/or passengers in the grade of O-6 or above (or civilian equivalent), must be modified through a validator and JOSAC. JOSAC does not contact the departure/ arrival POCs unless a problem occurs during mission execution or if the validator cannot be contacted. When the POC notifies the flying unit of significant changes, the POC must also notify the validator/verifier immediately.

7.3.1. Required coordination data:

- Departure date/time (zulu/local)
- Departure/arrival ICAO
- Pick-up/drop-off location, i.e., Base Ops, specific FBO, etc.
- Number of passengers
- DV codes
- Total Cargo (if applicable)

7.4. JOSAC Execution. The JOSAC Execution Branch exists to facilitate OSA mission accomplishment. Flying units/aircrews shall notify the JOSAC Execution Branch (1-800-256-7609, DSN 779-8267, Commercial (618) 229-8267, or automated line at DSN 779-0475, Commercial (618) 229-0475), of all significant delays (e.g., aircraft maintenance, weather, late passengers, changes of routing, passenger number changes, or any changes that impact the mission). JOSAC will coordinate with the aircrew and lift POCs to find the best solution to the problem. A duty officer and a scheduler staff the JOSAC Execution Branch on a 24-hour basis.

7.5. Remain Overnight Procedures. For CONUS remain overnight (RON) missions, aircrews shall contact the JOSAC Execution Branch upon completing the final leg of the day. Aircrews shall report aircraft status, lodging phone number, planned crew rest start time, and earliest availability for the following day. Additionally, aircrews will check in before departure on the

next day's mission for possible updates/changes. Aircrews failing to meet this requirement may adversely affect mission accomplishment and will be reported to their chain of command.

7.6. Mission Planning. Flying units are responsible for all flight planning and preparation to include prior-permission required (PPR) airfield approvals, weather briefs, computer flight plans, and high-density airport reservations. To obtain, cancel, or confirm reservations at high-density airports such as Kennedy, O'Hare, La Guardia, and Los Angeles, use the Automated Voice Airport Reservation System (AVARS). AVARS also has an option to change aircraft tail numbers. Access AVARS by calling 1-800-FAA-1212. Immediately notify JOSAC whenever the flying unit cannot obtain a required ARTCC slot time. Flying units will coordinate operations into airfields with the requester. Changes to scheduled missions, such as operating hour restrictions requiring use of a proximity airfield, will be coordinated with JOSAC.

7.7. 26PX Training Missions. A priority 26PX mission is designed to provide aircrew wartime readiness training when passengers/cargo can be carried but no customer support has been identified for the available aircraft. 26PX mission requests outside the day of execution will be submitted through normal Service procedures. 26PX missions requested inside of 2 duty days prior to execution will only be honored if the aircraft was available before the 2-day cutoff. If JOSAC receives a late request or modification to another request, it may contact the unit to preempt/modify the 26PX identified mission itinerary. 26PX missions are not to be used for personal or unit convenience. Such use may be construed as misappropriation of a government aircraft, jeopardizing the existence of these Service wartime assets. Examples of violations of DOD directives include but are not limited to: unit members attending conferences, "sleigh rides" transporting space-available passengers on leave, simulator training, unit visits, and unit commander support. JOSAC is the sole scheduling authority for 26PX missions.

7.7.1. Unit-validated missions. In accordance with Service restrictions, units may self-validate the following request types:

7.7.1.1. 26PT - Specific in-flight aircrew training which cannot normally be routed to pick up lifts due to crew qualification issues. Mission must be capable of providing JOSAC support (e.g. movement of passenger and/or cargo).

7.7.1.2. 26PX - Pilot training without scheduled passengers or cargo. JOSAC may reroute these missions as necessary to provide requested support; space-A passengers may be carried at unit's discretion.

7.7.1.3. 24RY - Ferry flights of aircraft to or from depot-level maintenance or other airframe/avionics upgrades that require specific aircraft to be delivered. Mission must be capable of providing JOSAC support (e.g. movement of passenger and/or cargo).

7.7.2. Units are required to submit names of those individuals who are to receive unit-validation/verification permissions only. Units will determine to what level they are willing to

assign this responsibility. DD 2768's with authorizer signatures are still required and must be maintained on file for 2 years.

7.8. Post-Mission Data Collection. In order to satisfy DOD Directive 4500.56 data collection and reporting requirements, the flying unit shall complete a Logistic Flight Record (LFR) in JALIS no later 2 business days following the completion on an OSA mission. The LFR is the only factual data to reference regarding the actual use of these valuable DOD wartime assets—LFR submissions are critical to the OSA program and validate its use to Congress. LFR information is also used to populate a historical flight-time database that is used to compute flight times for future missions—*accuracy is important*. LFR completion statistics are tracked by-unit within JOSAC.

7.9. JALIS Aviation Exception Reports. When using JALIS, the flying unit will complete an Aviation Exception Report (AER) with the LFR anytime a flight is delayed more than 30 minutes, a lift is not performed as scheduled, or when facilities or services are inadequate. An AER will also be submitted to document a difference in passenger numbers from those scheduled, e.g., five passengers scheduled on a mission and only two passengers arrive for the flight. An AER is also required for a shortage of cargo. If an AER is not completed for either of these reasons, JALIS will display the LFR as incomplete. If significant deviations occur, flight crews should immediately contact the JOSAC Execution Team to report the discrepancy/problem and follow up with the AER.

7.10. Aircraft Status. An accurate aircraft status is absolutely essential to JOSAC scheduling. The default aircraft status will be “available.” This will require the unit to physically “close” the timeframe when the aircraft and crew are not available for JOSAC scheduling. RON availability is encouraged as much as is operationally possible. If an aircraft is not available to accomplish a RON mission, the unit must indicate at least one hour of nighttime unavailability for each day that the RON mission cannot be accomplished. As a minimum, units shall enter aircraft status daily and will also update the status immediately anytime there is a change. Additionally, units must forecast aircraft status 7 days out. When flying units make aircraft available in JALIS, the availability becomes the Service’s “contract” with the OSA system. Aircraft made available within 2 business days will likely be utilized to support previously regretted requests prior to supporting new requests. Issues of conflict concerning aircraft status will be referred to the unit commander and/or respective Service agency for resolution. Mismanaged unit aircraft status accounts that are being resolved will be under scrutiny until resolution. *The flying unit’s vigilant entry and update of aircraft status in JALIS are crucial to effective and efficient OSA scheduling.* This cannot be overemphasized.

7.11. Space-Available Travel. Airfield commanders should disseminate space-available (Space-A) travel information. Space-A travel arrangements are made through airfield passenger terminals or base operations. By exception, arrangements may be made with the flying unit, or directly with the pilot where base operations/passenger terminal facilities do not exist. JOSAC facilitates this by providing scheduling information to airfields to .mil and .gov domain computers via the World Wide Web at <https://josac.transcom.mil>.

7.12. Flying Hour Programs. Flying units retain full responsibility for planning and programming their flying hour program. Units anticipating changes to their flying hour program shall notify JOSAC. Per DOD Directive 4500.43, JOSAC will schedule all validated OSA CONUS transportation requests. Unit flying hours must be dedicated to JOSAC unless the missions are conducted exclusively for the following: 1) aircrew training which prevents the carrying of passengers or cargo, 2) maintenance requirements which prevent the carrying of passengers or cargo, and 3) missions flown in direct support of Secretary of Defense-approved senior DOD personnel (e.g. CVAM-support missions).

7.13. Passenger Manifest Hotline. JOSAC provides a 24-hour manifest recording hotline (888-203-6330, toll free; 618-229-5097, commercial; 779-5097, DSN). If aircraft commanders are unable to locate a responsible person at the departure field for purpose of recording the passenger manifest, aircrews must provide manifest information to the hot line. Aircrews contacting the number will be asked to provide call sign, passenger name, rank, and social security numbers, as well as total number of persons on board, aircraft tail number, and aircraft commander's name. Hotline messages are deleted after 24 hours if not needed.

ROBERT D. HOWELL
CAPT, USNR
Chief, Joint Operational Support Center

3 Attachments

1. Glossary of References and Supporting Information
2. Sample DD Form 2768
3. PUJC Codes

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD Directive 4500.43, Operational Support Airlift

DOD Directive 4500.56, DOD Policy on Use of Government Aircraft and Air Travel

DOD Directive 4500.9, Transportation and Traffic Management

DOD Regulation 4515.13R, Air Transportation Eligibility

OMB Circular A-76, Performance of Commercial Activities

OMB Circular A-126, Improving the Management and Use of Government Aircraft

Abbreviations and Acronyms (Every acronym/abbreviation contained in your content is listed here, including office symbols, example, FAA – Federal Aviation Agency; TCJ3 – USTRANSCOM Operations Directorate)

Terms

Ad Hoc Reporting: The process in which any interested agencies have access and ability to create reports concerning the OSA process and the events occurring in the process.

Aircraft Availability/Status: The availability of aircraft assets for OSA scheduling. Aircraft status is supplied by the flying unit and implies the availability of aircraft, qualified aircrews, support personnel, and operating facilities.

Air Mobility Command: AMC is the air component command of USTRANSCOM.

Airlift Capability: The total capacity expressed in terms of number of passengers/patients and/or weight/cubic displacement of cargo that can be carried at any one time to a given destination by the available air transport service. (Joint Pub 1-02)

Airlift Requirement: The total number of passengers/patients and/or weight/cubic displacement of cargo required transportation by air for a specific task. (Joint Pub 1-02)

Allocated Flying Hours: Those flying hours authorized by a Service for a flying unit to execute within a fiscal year.

ANG: Air National Guard.

ARNG: Army National Guard.

Assets: Conveyances such as ships, planes, and trains.

Authorizing Official: IAW DOD Directive 4500.56, authorizing officials will review and approve DOD senior official MILAIR requests to ensure the proper method of air transportation is used.

Aviation Exception Report (AER): A report submitted at the end of a mission anytime there was a delay of more than 30 minutes, a senior passenger change (O-6 or above), a lift not performed as scheduled, or when facilities or services were inadequate.

Cargo: Supplies, materiel, stores, baggage, or equipment transported by land, water, or air. (DOD Directive 4500.9-R, Volume 1)

Command and Control (C2): The exercise of authority and direction by a properly designated commander over assigned forces in the accomplishments of the mission. C2 functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in accomplishing the mission. (Joint Pub 1-02)

Continental United States (CONUS): Continental United States including the 48 contiguous states and the District of Columbia.

Date Time Group (DTG): The date that the validator inputs with a request and is used to identify that request. It should correspond with the actual date time stamp (DTS) of submission.

Date Time Stamp (DTS): A computer stamp of the actual DTG that the request was input.

Flying Units: The organization supplying aircraft and aircrews to satisfy OSA requirements.

FBO: Fixed Base Operator.

Help Desk: Offices manned to provide customers with person-to-person assistance in resolving procedural or system difficulties.

Intransit Visibility (ITV): The capability to identify and track the movement of DOD cargo, passengers, medical patients, and personal property from origin (to include vendor) to final destination receiving action during peace and war. ITV begins at origin and ends with receipt at the activity designated by the theater commander. (USTRANSCOM ITV Integration Plan, 11 Nov 2000)

Joint Operational Support Airlift Center (JOSAC): The USTRANSCOM organization responsible for scheduling CONUS OSA.

Large Aircraft: Aircraft capable of carrying **nine** passengers or more. For example: C-9, C-20, C-22, C-23, or C-26.

Late Show: The condition occurring when a passenger arrives after scheduled passenger-arrival time, resulting in a late aircraft takeoff.

Lift Request: The formal request by a user for movement of passenger(s) and/or cargo.

Logistic Flight Record (LFR): An end of mission report used to capture actual times, flight hours, number of passengers, cargo transported, and flight crew. It is also known as a post mission report.

Manifest: A document specifying, in detail, the items carried on a transportation conveyance for a specific destination. Usually refers to a ship or aircraft manifest. (DOD Regulation 4500.32R, Volume I).

May: Used to express an acceptable or suggested means of accomplishment and shall be construed as a non-mandatory provision.

Must: Used to express that the requirements are binding and mandatory.

Navy Air Logistics Office (NALO): The U.S. Navy's designated agency for the management of Navy Operations/Operational Support Airlift assets.

No Show: The failure of a user or aircraft to appear for a scheduled pickup.

Notice to Airman (NOTAM): A notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations.

Operational Support Airlift (OSA): The air movement supporting high priority passengers and cargo with time, place, or mission-sensitive requirements.

Operational Support Airlift Agency (OSAA): The U.S. Army's designated agency for the management of Army OSA assets.

Point of Contact (POC): Individual available to answer questions regarding specific aspects of a lift. A 24-hour contact number for this individual must be provided. This person (arrival/departure coordinator) must be available throughout the scheduled lift. The following POC information is required for JOSAC to accurately schedule a mission:

Unit: The name of a representative, provided to JOSAC, by each flying unit as a 24-hour point of contact that can be reached immediately and has approval authority for mission changes and commitment to a JOSAC tasking.

Requester: The person completing and submitting the DD Form 2768.

Departure Coordinator: An individual who can answer questions relating to a lift's departure requirements and can make decisions relating to changes and delays. This person must be available on the day of departure.

Arrival Coordinator: An individual who can answer questions relating to a lift's arrival requirements and can make decisions relating to changes and delays. This person must be available on the day of arrival and must NOT be a passenger on the lift.

Prior Permission Required (PPR): Airfield has a requirement to coordinate landings and takeoffs.

Requester: The person completing and submitting a movement request.

Request Regret: An airlift request that has arrived at JOSAC but has been formally refused airlift support.

Schedule Modification: The change made by a scheduling authority to a previously published mission schedule.

Scheduler: The person within a scheduling agency that manages a mission schedule and tasks the flying unit.

Senior Officials: Any authorized passenger having a DV code of 6 or higher.

Shall: Used to express that the requirements are binding and mandatory.

Should: Used to express a non-mandatory desire or preferred method of accomplishment and shall be construed as a non-mandatory provision.

Small Aircraft: Aircraft capable of carrying eight passengers or less, includes C-12, C-21, UC-35, and C-38.

United States Transportation Command (USTRANSCOM): The designated single manager for DOD transportation.

USAR: US Army Reserve.

User: The customer of the OSA system requesting OSA airlift support and/or being supported by the OSA system.

Validation: The evaluation of requests based upon defined criteria and business rules resulting in the assignment of a movement priority. Validation transforms an airlift request into a formal airlift requirement.

Validator: Designee of a DOD component responsible for validating/verifying, assigning priorities when necessary, and providing final approval of documented airlift requests for submission to JOSAC or the appropriate agency for scheduling.

Verification: Quality control by a Service-designated agency of a request's completeness and accuracy. Verification lies within the Service-validation process.

Verifier: Designee of a DOD component responsible for verifying the completeness and accuracy of documented airlift requests submitted to JOSAC or the appropriate agency for scheduling.

Will: Used to express that the requirements are binding and mandatory.

Attachment 2

Sample DD Form 2768 Military Air Passenger/Cargo Request

MILITARY AIR PASSENGER/CARGO REQUEST				
<i>NOTE: Keep this data on file for two years after submission date.</i>				
1. SELECT APPLICABLE TRAVEL STATEMENT:				
	PRIORITY 1	Direct support of operational forces engaged in combat <u>or</u> contingency peace-keeping operations directed NCA, <u>or</u> for emergency lifesaving purposes.		
	PRIORITY 2	"Required use" travel or compelling operational considerations making commercial transportation unacceptable (within 24 hours). Mission cannot be satisfied by any other mode of travel. Requester should provide a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.		
	PRIORITY 3	Official business travel which when consolidated by JCSAC with other travelers, is more cost effective than commercial air travel or official business travel on previously scheduled missions. Requester must provide at least a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.		
2. PURPOSE OF TRAVEL				
a. PUJC CODE	b. COMPLETE MISSION DESCRIPTION			
3. TOTAL NUMBER OF PAX	c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE			
4. SENIOR TRAVELER				
a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE	
5. ADDITIONAL PASSENGERS (Note: Required only for DV 7 or higher)				
a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE	
6. DESIRED FLIGHT ITINERARY				
	a. DEPARTURE ICAO	b. DEPART DATE/TIME (Z)/MO/YR (+/- 2 hrs) (Example: 25/1200 DEC 98 (1400))	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME (Z)/MO/YR (+/- 2 hrs) (Example: 25/1200 DEC 98 (1400))
(1) LEG 1				
(2) LEG 2				
(3) LEG 3				
7. COST OF COMMERCIAL TRAVEL (Transportation, additional per diem, lost time, etc.)				
a. LEG 1	b. LEG 2	c. LEG 3	d. TIMES NO. OF PASSENGERS	e. EQUALS TOTAL COST 0.00
8. CARGO TRANSPORTATION (Cargo acceptors and handlers are required at destination airfield.)				
a. CARGO DESCRIPTION				
b. LARGEST ITEM DIMENSIONS				
c. HEAVIEST ITEM DIMENSIONS/WEIGHT				
d. TOTAL WEIGHT				
e. SPECIAL HANDLING REQUIREMENTS (Explain)				

DD FORM 2768, MAR 1998 (EG)

Designed using Perform Pro, WHS/DIOR, Mar 98

PUJC Codes

Priority Codes:

Priority 1 - *Airlift in direct support of operational forces engaged in combat, contingency or peacekeeping operations directed by the National Command Authorities or for emergency lifesaving purposes.*

Priority 2 - *Required use airlift or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.*

Priority 3 - *Official business airlift which is validated to be more cost effective than commercial air travel when supported by military aircraft, or official business travel when consolidated with another request(s) on previously scheduled missions.*

Urgency Codes:

Urgency 1 - *(Combat) Airlift of personnel or materiel in direct support of, or alerted for support of operational forces engaged in general war or national contingency operations.*

Urgency 2 - *(Lifesaving or Operational) Airlift of personnel or materiel in direct support of lifesaving operations or operations or operational forces deployed or preparing for mobilization.*

Urgency 3 - *(Humanitarian) Airlift of personnel or materiel in direct support of authorized and urgent humanitarian operations.*

Urgency 4 - *(Critical) Airlift of personnel or materiel which, while not fulfilling a higher urgency, would critically impact the outcome of unit requirements if not immediately supported exactly as requested.*

Urgency 5 - *(Priority) Airlift of personnel or materiel not fulfilling a higher urgency, but which would have a serious impact on the outcome of unit requirements if not fulfilled. Changes or consolidation with other request would not adversely affect the unit requirements.*

Urgency 6 - *(Routine) Airlift of personnel or materiel scheduled as part of an organization's daily/weekly routine or travel that is qualified on a cost effective basis but does not meet the requirements of a higher urgency code. Changes or consolidation with other requests would not affect unit requirements.*

Justification Codes:

- A - Administrative
- B - Civil Works
- C - Recruiting / Retention
- D - Medical Support
- E - Emergencies

F - Fleet Support (General)
 G - Special Weapons / Components Movement
 H - Seabee Support
 I - Special Warfare Unit Support
 J - Research
 K - Morale / Displaced Homeport Visit / USO Tours / R&R / etc.
 L - Coast Guard Support
 M - ROTC
 N - Reserves
 O - Joint Staff / OSD Staff Support
 P - Training
 Q - Materiel (For JALIS-submitted request, use Standard Cargo Codes in place of Category Codes when using this Justification Code)
 R - Maintenance
 S - Drug Enforcement / Task Force
 T - Mobilization / Demobilization
 U - Office of the Assistant Vice Chief of Staff/Special Air Missions (CVAM) Tasking
 V-Y (Unused)
 Z - Other Support (Provide explanation in remarks section)

Category Codes:

A - Meetings / Conferences (Including authorized spouse travel)
B - Ceremonies
C - Goodwill/Foreign Dignitaries (Including authorized spouse travel)
D - Inspections / Investigations / Courts / Boards / Hearings / etc.
E - Legislative Affairs / Public Affairs
F - Fleet Support (Deployed Unit at Sea)
G - Fleet Support (Deployed Unit Ashore)
H - Fleet Support (Ship Load out for Deployment)
I - Fleet Support (Ship Offload from Redeployment)
J - Unit Deployment / Redeployment (Other than Ship)
K - Fleet Support (Other)
L - Educators / Military Academies
M - Performers / Bands / Choirs / Drill Teams / etc.
N - Research and Development
O - DOD Contractors / Technician Support
P - Consultations and Appointments (Medical/Dental/Surgical)
Q - Marine Research
R - Wartime
S - Exercise
T - Unit Training (Active Units)
U - Unit Training (Reserve Components)
V - Test Flights
W - Readiness Training
X - Aviator Training
Y - Ferry Flight (Aircraft or Aircrew)
Z - Other (Provide explanation in remarks section)
1 - Evacuation of Aircraft

- 2 - Evacuation of Personnel
- 3 - Aeromedical Evacuation (MEDEVAC)
- 4 - Other Evacuation
- 5 - Search and Rescue
- 6 - Medical Support (Organ/Tissue/Blood Transfers)
- 7 - Graves Registration / Body Removal
- 8 - Emergency Ordnance Disposal (EOD)
- 9 - Disaster Relief / Other Crisis Relief

***NOTE: Only the above listed codes are authorized for use when submitting requests to the JOSAC for support. If individual Services desire more detailed explanations of Justification or Category, additional information can be provided in the remarks section of the request form.**

Standard Cargo Codes: (these DOD 4500.9 Vol II Air Commodity Codes are to be used in conjunction with justification code Q for JALIS-submitted requests).

- A – Supplies and Equipment for Aircraft and Aerial Targets
- B – Construction Materials
- C – Chemical Corps Items and Chemicals Not Covered Elsewhere
- D - Animals
- E – Engineer Supplies (other than Code B)
- F – Fuels and Lubricants, Fuel and Lubricant Equipment, Non-noxious Gases
- G – Printed Forms, Publications, Drawings, etc.
- H – Signal Corps Supplies and Equipment
- J – Unaccompanied Baggage
- K – Clothing (including clothing equipment)
- L – ARFCOS Material (Comm, Crypto, DOS Diplomatic Material)
- M – Medical Supplies
- N – Ship’s Parts, Navy
- P – Photographic Supplies and Equipment
- Q – Plants, Plant Products, Insects, Mites, Nematodes, Mollusks, Soil, Meat, Animal Products
- R – Rations and Subsistence Supplies
- S – Office and School Supplies and Equipment
- T – Household Goods
- U – Mail (special handling code required)
- V – Vehicles, Machinery, Shop, and Warehouse Equipment
- W - Reserved
- X – Intelligence Materials
- Y – Personnel Services
- Z – Human Remains
- 2 – Arms/Weapons (all types – special handling code required)
- 3 – Ammunition (all types – special handling code required)
- 4 – Explosives (non-Code 3 – special handling code required)